



Avian Scientific Advisory Group

**BY-LAWS 2014**

**ASSOCIATION  
OF ZOOS &  
AQUARIUMS**

**Introduction**

The Avian Scientific Advisory Group (ASAG) embraces the following shared goals: achieving joint excellence in avian management; promoting focus on conservation; and responding to common challenges facing bird programs within AZA institutions. The group provides a forum where new people, new ideas and visions are welcome and where mentoring is valued. Members work in a cooperative and mutually supportive fashion to achieve long-term objectives.

**Mission Statement**

The mission of the Avian Scientific Advisory Group is to support Zoo and Aquarium avian programs, conservation of bird species and to serve as a resource on avicultural knowledge.

**Membership in ASAG**

Any interested employee (primarily bird curators, bird collection managers, and bird keepers) of a recognized regional organization of zoological institutions [e.g. AZA, EAZA] can be a member of ASAG as well as any persons not associated with an AZA accredited zoo or aquarium that are approved by the steering committee. There are no formal requirements for general membership, attending ASAG meetings or ASAG sponsored workshops. For the purposes of conducting business, each accredited facility has one designated staff member who is the official institutional representative (IR) to ASAG.

**What ASAG Does**

ASAG helps organize and assist bird curators, collection managers, and keepers to meet their husbandry, population management, conservation, and education responsibilities by:

- Organizing workshops on topics of particular interest to zoo or aquarium bird managers at the AZA Mid-year Meetings each year. Facilitates selection of workshop topics.
- Acting as a liaison with: the AZA Board of Directors; WCMC; the AZA office of Legislative and Government affairs; the AZA Animal Welfare Committee; AAZK; SPMAG; IDMAG; Zoo Veterinarians; Zoo Registrars; the Ornithological Council of North America and others.
- Organizing ASAG meetings and paper sessions at AZA National conferences and at all AZA Mid-year Meetings
- Convening strategic planning workshops every 3 – 5 years for long range planning.
- Managing the AIG listserv and the ASAG website for timely and efficient information exchange.

**ASAG Goals**

- Provide support and encouragement to all Avian Taxonomic Advisory Groups.
  - Encourage avian TAGs and SSPs to provide position statements and husbandry /exhibit guidelines for their species.
  - Encourage TAGs and SSPs to propose workshop topics and paper session topics at AZA and other avian-oriented conferences.
  - Develop alternative methods of acquiring specimens for zoo collections due to reduced availability and desirability of obtaining birds from wild sources
- Encourage and facilitate communication within the avian community. This community includes zoos and aquariums (national and international), private avian managers, biologists and pertinent governmental agencies, as well as related conservation and academic organizations.
  - Maintain a membership listserv for avian managers.

- Encourage membership participation in avian programs and conferences outside the AZA community such as EAZA conferences, USFWS meetings, AFA conferences etc.
- Support ASAG web site and encourage membership contribution to content of the site.
- Publish articles in designated journals that promote ASAG goals and activities as well as encourage participation by zoo and aquarium personnel.
- Create opportunities for involvement in ASAG and AZA for interested zoo/aquarium personnel to cultivate future involvement and leadership in avian programs.
- Organize, disseminate and archive avian husbandry and management information.
- Develop and implement a 3- year Action Plan
- Provide technical assistance and advice on ornithological issues to the AZA Board, AZA Conservation and Science Office, WCMC and other appropriate AZA committees.
  - Chair of ASAG maintains direct communication to WCMC and the ASAG steering committee and works closely with WCMC to provide technical assistance on avian programs.
  - Establish contact with various AZA committees and offer technical assistance when needed
  - Provide position statements on issues that affect the avian zoo community and submit to the appropriate audiences.
- Support conservation and research projects that affect avian populations in the wild that provide long-term goals and solutions that the zoological community can support.
  - Encourage avian TAGs to develop long-term conservation projects benefiting wild populations.
  - Track trends of wild populations and alert the appropriate groups.
- Encourage and promote avian programs in zoos and aquariums
  - Promote avian programs and activities to non-bird audiences
  - Encourage institutions to participate in educational events and activities that focus on avian issues.
  - Support the use and development of off exhibit space for avian propagation programs
  - Recognize the potential impact of emerging ethical issues, changing societal value, regulations and technologies on the way we manage our collections and develop proactive approaches to these issues.

### **ASAG History**

ASAG started as an informal group of bird curators, keepers and other interested animal managers that gathered at AZA conferences to discuss avian issues. In 1988, the group put together two avian workshops at the AZA Central Regional conference. The goal of the workshops was to encourage dialogue between bird curators and field researchers on captive management practices. Workshops have been part of an AZA regional/midyear conference annually since 1988.

A workshop fund raising committee was established in 1988. This committee is currently the Finance committee and was created to generate revenue to sponsor guest speakers for the workshops from outside the North American zoo community.

At the 1991 AZA annual conference, then AZA President-elect, Steve Wylie offered to guide the group through the process of strategic planning in order to focus the group's activities to meet future challenges. In April, 1992, Wylie and 16 bird curators from small and large institutions developed the "North American Zoo and Aquarium Bird Curators 1992-1996 Strategic Plan". Five "key result areas" were identified and strategies within those were nominated for workshop topics. A second strategic plan was developed and implemented for the years 1996-2000.

The group was formally designated as the Avian Interest Group (AIG) in 1992 to emphasize that the activities of the group were open to all. In 1992, the AIG steering committee was formed. The purpose of the steering committee

was to coordinate meetings and other collaborative business. This committee has evolved several times to suit the needs of the group.

The AIG was granted Scientific Advisory Group status in 1999. At that time the name of the group was changed to the Avian Scientific Advisory Group (ASAG).

The ASAG web page contains information about avian programs and ASAG activities [www.aviansag.org](http://www.aviansag.org) . A listserv [aig@lists.aza.org](mailto:aig@lists.aza.org) exists to increase communication between avian managers.

### **Steering Committee Administration**

#### **Steering Committee Structure and Procedures**

The Avian Scientific Advisory Group (ASAG) steering committee is composed of up to 15 elected members and 12 non-voting, appointed members. Liaisons and other appointed positions can be added at the discretion of the steering committee to address emerging avian issues. All elected members must be the designated Institutional representatives to ASAG for their zoo. The appointed positions are: Bird TAG Chair Coordinator, AZA liaison, Animal Welfare Committee liaison, WCMC liaison, AAZK liaison, Field Conservation Committee liaison, Behavior Advisory Scientific Advisory Group Liaison, American Ornithological Union (AOU) liaison, IAATE (International Association of Avian Trainers and Educators) liaison, Veterinary advisor, Population Management Center liaison, and Registrar advisor.

- **Steering Committee Membership:** up to 15 elected members (minimum 9 members). Terms are three-year terms and are staggered to allow for consistency. Steering committee members are required to respond to e-mail messages (listserv or specific requests from the Chair) and participate in ASAG projects when asked (meeting deadlines, completing tasks that are assigned or agreed to, etc.) 80% of the time. Attendance at 2 out of 3 midyear meetings is required.
  - Current steering committee members wishing to run for re-election at the end of their term must be in good standing and have a record for responding and contributing to ASAG business a minimum of 80% of the time.
  - Steering committee members who are unable to meet the requirements may be asked by the chair to step down.

There are three officer positions within the steering committee: Chair, Vice Chair, and Secretary as well as three sub-committee positions which include the Communications Sub-committee Chair, Collection Sustainability Sub-committee Chair, and Finance Sub-committee Chair. The steering committee Chair position is elected by the steering committee from within the elected members of the steering committee and the term of this office is three years starting from the point the office is taken, however, the Steering Committee can re-elect the Chair with quorum approval, with no external re-election needed. The term of the Chair is not to exceed 6 years. The Chair also serves up to one year prior to taking office as Chair Elect and one year after completing the term as Immediate Past Chair. When the Chair takes office, a general election is held to elect a steering committee member to fulfill the remainder of their term. The Vice Chair, Secretary, and Sub-committee Chair positions are elected by the steering committee from within the elected members of the steering committee and the terms equal the term of the person elected.

Responsibilities of the officers are as follows. Detailed job duties for each position are listed in the AZA Scientific Advisory Group Handbook (2013). Association of Zoos and Aquariums, Silver Spring, MD.

**Chair:** Provide leadership and direction to the ASAG membership and steering committee. Provide forward movement to achieve ASAG goals. Coordinate ASAG general and steering committee meetings, develop agendas for such meetings and lead discussions. Communicate clearly and effectively with membership and steering committee.

Maintain cooperative relationships with related organizations and act as a liaison to these groups. Delegate tasks to the steering committee when necessary and keep track of member participation. Is a non-voting member of the steering committee except when a tie breaking vote is required. Maintain a record of Committee member responses to ASAG issues including calls for votes and/or input. Keep track of proposed workshop topics for future reference. Maintain ASAG IR list.

**Vice-Chair:** Assist Chair with above stated duties. Lead meetings in Chair's absence and maintain professional relationships with related organizations. Oversee all advisory and appointed steering committee positions. Coordinates the annual AZA Mid-year Meeting ASAG sponsored workshops

**Secretary:** Record minutes for both ASAG General Meetings and ASAG steering committee meetings and post to appropriate list serves. Initiate search for vacant appointed positions and submit nominees to steering committee for approval and conduct officer and steering committee member elections.. Keep track of proposed workshop topics for future reference. Maintain steering committee list serve.

#### **Responsibilities of the Sub-committee Chairs:**

**Finance Chair:** Coordinate ASAG fund raising activities. Sends donation forms on the AIG listserv requesting support for the annual workshops and other work performed by ASAG. Propose ideas for future fund raisers and coordinate the annual wine and cheese party. Assist with procedures to disseminate ASAG funds and work closely with the Treasurer regarding producing the annual report and budget. Propose changes to and maintain sponsorship guidelines as well as pursue sponsors where applicable. Oversee the maintenance of the ASAG website and the AIG listserv, coordinate the annual ASAG Meet and Greet held at the AZA Mid-year Meetings, coordinate the annual Plume Awards nominations and selection process, as well as make suggestions to improve the process, oversee the Keeper Grant program including updating the process and procedures. Solicits feedback from all liaisons and coordinators twice per year and submits to Chair for annual SAG report to AZA.

**Collection Sustainability Chair:** Coordinate with wildlife rehabilitators to create a network to help with placement/acquisition of desirable animals, coordinate with private breeders/dealers to be able to offer guidance to institutions requesting assistance, and pursue new modeling/management techniques that can be presented as options to improve collection management. Solicits feedback from all liaisons and coordinators twice per year and submits to Chair for annual SAG report to AZA.

**Communications Chair:** Oversee the maintenance of the ASAG website and the AIG listserv, coordinate the annual ASAG Meet and Greet held at the AZA Mid-year Meetings, coordinate the annual Plume Awards nominations and selection process, as well as make suggestions to improve the process, oversee the Keeper Grant program including updating the process and procedures. Solicits feedback from all liaisons and coordinators twice per year and submits to Chair for annual SAG report to AZA.

#### **Temporary Steering Committee positions**

**Immediate Past Chair:** Acts as an advisor to the Chair and the steering committee for 12 months after stepping down as Chair. This will help maintain continuity of the program. This position is a non-voting position and is ineligible to run for steering committee election until after the end of current term.

**Chair Elect:** up to 12 months prior to the end of the current Chair's term the Chair Elect will be elected by the steering committee from the steering committee and begin working with the current Chair to become familiarized with current programs, protocols, and operations of the position. This will help maintain continuity of the program. This position will remain a voting member of the steering committee until assuming the Chair position.

**Steering Committee member responsibilities:**

- Dedicate sufficient time to carry out ASAG duties.
- Respond and contribute to ASAG business a minimum of 80% of the time.
- Be prepared to chair ASAG subcommittees and task forces.
- Contribute, review and vote on strategic plan updates.
- Attend 2 of 3 AZA mid year meetings
- Review and vote on ASAG policies when requested by Chair.
- Have Internet and e-mail access.

**Responsibilities of appointed positions:** To advise ASAG leadership on pertinent issues and participate in discussions. Appointed positions do not have voting privileges.

- Bird TAG Chair Coordinator: Acts as a liaison between TAG Chairs and ASAG.
- AZA office liaison: Acts as an advisor and point of contact on AZA issues.
- Animal Welfare Committee liaison: Acts as a liaison between ASAG and the AZA Animal Welfare committee.
- AAZK liaison: Acts as a liaison between ASAG and AAZK. Assist ASAG in communicating goals and objectives of the strategic plan to AAZK membership. Promote the exchange of ideas on how to accomplish ASAG goals. Provide an avenue for keepers to have input and involvement in ASAG activities. The AAZK liaison will be a member of the ASAG SC listserv and will be invited to attend steering committee meetings.
- AOU liaison: Attend AOU meetings on a regular basis. Report back to the ASAG membership on activities in AOU. Acts as a liaison and contact person between ASAG and the AOU.
- WCMC liaison: Provide the ASAG Steering committee with a route of communication to the AZA Wildlife Conservation Management Committee.
- Field Conservation Committee liaison: Provide the ASAG Steering committee with a route of communication to the AZA Field Conservation Committee.
- Behavior Advisory Scientific Advisory Group Liaison: Provide the ASAG Steering committee with a route of communication to the AZA Behavior Scientific Advisory Group.
- IAATE liaison: Provide the ASAG Steering committee with a route of communication to the International Association of Avian Trainers and Educators (IAATE). Provide two-way communication between the respective committees regarding relevant avian issues.
- Veterinary Advisor: Advise ASAG on medical issues and assist in review of scientific projects, data and proposals.
- Population Management Center liaison: Acts as a liaison between TAG Chairs and ASAG and advises on collection management issues.
- Registrar Advisor: Advises ASAG with data quality and permitting issues that affect the avian scientific and Zoo and Aquarium communities.

**ASAG Steering Committee election guidelines**

- The Secretary maintains a spreadsheet containing the names of each institution's ASAG IR, for those institutions that have one designated. Each institution's IR may cast a vote for that institution in the ASAG election.
- Elections should be timed so that results are available for announcement at the ASAG general meeting held at the AZA mid year workshops.
- At least 2 months prior to the AZA mid year meeting, the Secretary will post an announcement to the ASAG listserv soliciting candidates for the Steering Committee with a deadline at least 1 month prior to the meeting. Candidates submit a short biography to the Secretary. The Secretary compiles the biography and posts the ballot to the ASAG listserv with instructions that only institutional IR's can

vote. The deadline for voting should be a minimum of 2 weeks before the meeting to give the Secretary time to tally the votes. The Secretary may post reminders to the listserve during the voting period to encourage IR's to vote. Votes should be sent directly to the Secretary (not posted to the listserve). The Secretary will tally all eligible votes. In the event of a tie, the Chair will make the request of the steering committee to cast the deciding vote. If a member of the steering committee is up for re-election, then that steering committee member will be removed from the discussion.

- The Secretary should check the names of individuals voting with the spreadsheet of institutional IR's. When a non-IR votes, the Secretary will email the individual and notify them of who the IR is for their institution. A change of IR can occur at that time if the IR of record has left the institution or agrees with the IR change. If votes are received from more than one individual at an institution, only the IR's votes are counted. The Secretary should notify the individuals that only IR's are eligible to vote.
- In the event that the Secretary is running for re-election to the Steering Committee, the Vice-chair or Chair (in the event there is no Vice-Chair at the time or the Vice Chair is running for re-election) of ASAG will tally the votes. The election announcement should state that the votes should be sent directly to the Vice-chair and not the Secretary. The Secretary will forward a current copy of the IR spreadsheet to the Vice-chair. The Secretary will still solicit candidates for the election, produce the ballot and post the election announcement to the listserve.
- In the event of a tie between candidates, the steering committee [minus any members running for re-election] will cast the tie breaking vote

#### **ASAG Mid Year Workshop Funding Guidelines**

##### **Non-AZA Speaker Reimbursement Policy**

ASAG will budget up to \$3000 (US\$) for expenses for up to three ASAG workshops; \$1000 per workshop is allowed. Workshop coordinators may opt to provide less than \$1000 per speaker to accommodate multiple speakers. This money is intended to finance speakers from outside the AZA community. AZA members are not eligible for workshop funds. The fund provides for reimbursables as noted below. The fund does not permit honoraria. A funding request (form available from finance chair) must be made by January 1st for the year the workshop will be held in and be approved by the Workshop coordinator, ASAG Finance Chair, and ASAG Chair. Coordinators are reminded that all speakers must be registered as AZA Regional Workshop attendees to participate in the ASAG workshop. Funds may also be secured from individual institutions or other Conservation & Science groups (TAGs, SSPs, etc). In the unusual circumstance that a workshop needs additional financial support, a request for additional funds should be made to the Finance Chair by December 1 of the year preceeding the workshop for inclusion in the draft annual budget. The request will be included in the annual budget as a line item for Steering Committee consideration and vote.

Speakers who are not AZA members and participate in ASAG Workshops may receive compensation for their expenses. Workshop coordinators will receive up to \$1000 budgeted per workshop and will determine how to distribute that amount among multiple speakers per workshop. The following expenses are reimbursable up to the amount of \$1000 per speaker (not to exceed \$1000 per workshop):

- **TRAVEL (AIRFARE OR MILEAGE)**

Travel expenses will be reimbursed with prior approval for one round-trip coach airfare plus baggage fees. Air travel expenses are reimbursed upon receipt of the official version of the e-ticket receipt, or a copy of the hard ticket receipt. Driving mileage is reimbursed at the rate of \$0.445 per mile.

- **AIRPORT GROUND TRANSPORTATION**

Taxis, hotel shuttles, etc., are also reimbursable with prior approval, with appropriate receipts or documentation.

Rental cars should only be used in situations where car usage is less expensive than other forms of available transportation.

- **PARKING**  
Parking fees are considered reimbursable expenses with receipts with prior approval. Travelers are expected to select the most cost-effective parking option available.
- **LODGING**  
Lodging is reimbursed with prior approval at the per-person standard double room rate for the days of conference attendance. Excess charges for single room and personal expenses, such as phone charges, will be the speaker's responsibility.
- **MEALS**  
Meals will be reimbursed based on the actual, but reasonable cost(s), with receipt(s). Meal expenses will not be reimbursed when that meal is included in the conference charges already paid. Alcohol is not reimbursable
- **REGISTRATION**  
Speakers must be registered as AZA Regional Workshop attendees. Full conference registration is not reimbursable. The price of a one-day non-AZA member registration for the day of the workshop is reimbursable with prior approval.

Any of the above reimbursable items may be combined for a total reimbursement of up to US \$1000. Reimbursements will not exceed the amount submitted in the funding proposal if less than \$1000. Cash advances are not available.

- E-Mail completed Funding Proposals to: [Clynch@riverbanks.org](mailto:Clynch@riverbanks.org)
- Funding Proposals must be received by 1 January preceding the Mid-Year Meeting for inclusion in the fiscal year budget. The application will be reviewed by the finance chair to ensure that all requests meet the guidelines.
- Mail completed Reimbursement Forms with all original receipts to: Tim Snyder, Brookfield Zoo, 3300 Golf Rd, Brookfield IL 60513 USA
- Reimbursement forms must be received within 30 days of the last day of the Mid-Year Meeting.



ASAG/AZA MID-YEAR WORKSHOPS

Speaker Funding Proposal

- Title of Session:
- Name of Session Moderator:
- Title of Talk:
- Name of Speaker:
- Abstract:
- Days Attending Conference:
  
- **Proposed Costs:**

<b>TRANSPORTATION:</b>	
a. Airfare	\$
b. Luggage fees	\$
c. Driving: _____ roundtrip miles @ \$0.445/mile	\$
d. Airport Shuttle /Taxi	\$
e. Rental Car	\$
<b>MEALS:</b>	
Number of days @ \$____/day	\$
<b>LODGING:</b>	
Number of days @ \$____/day	\$
<b>OTHER:</b>	
Explain:	\$
<b>TOTAL</b>	<b>\$</b>

Save and E-Mail completed Funding Proposals to: [clynch@lpzoo.org](mailto:clynch@lpzoo.org)

Funding Proposals must be received by 31 Dec preceding the Mid-Year Meeting.

Approved by Workshop Coordinator:  
 Approved by ASAG Finance Chair:  
 Approved by ASAG Chair:

Date  
 Date:  
 Date:

## ASAG AAZK Travel Grant Funding Guidelines

**Purpose:** The Avian Scientific Advisory Group (ASAG) believes that recruiting and building capacity in the next generation of zoo bird managers is vital to the continuity and survival of zoo avian programs. To this end, ASAG offers small grants to bird keepers and working bird husbandry supervisors. This grant support travel to the annual National AAZK conference for the purpose of presenting a paper on advancements in the care, welfare, or reproduction of avian species in zoos and/or field conservation projects in which the applicant has been involved in a lead role. It is envisioned that grant recipients will become more familiar with ASAG purpose and goals, begin to establish a network of colleagues and mentors, and become active participating members of AZA avian programs.

**Criteria for Funding:** Grant applicants must be a paid employee of an AZA accredited institution, a member of either AZA or AAZK [National or local chapter], and have worked in a position that involves the care and management of captive birds for at least two years. Persons holding the title Curator or Assistant Curator (or their equivalent) are not eligible. Applicants will make a presentation on either original research or a case study relevant to zoo aviculture or programs at the annual AAZK conference. All work must be original and not have been presented or published elsewhere. Preferred topics are those which involve taxa of current or future priority in the appropriate TAG regional collection plans; taxa for which innovation in breeding or captive management are needed; taxa of conservation priority in the wild; significant advancements in the welfare of captive zoo birds; and significant avian conservation programs. Applicants will also be judged on their leadership potential, initiative, and problem solving skills as recommended by their direct supervisor and resume.

**Proposal Submission Deadline:** 15 April of the grant cycle year

**Process for Application and Review:**

Applicants should submit:

- 1) application form
- 2) supervisor's letter of recommendation,
- 3) letter of institutional support,
- 4) resume,
- 5) title and abstract of the presentation.

The abstract must be between 100 and 250 words and indicate the outcome of the study. The application will include current job title, a summary of personal avicultural experience, rationale for how the presentation will advance zoo aviculture and the applicant's professional career, and a travel budget. The letter of recommendation must come from the applicant's direct supervisor or manager. A letter of support must be signed by the institution's director and verify the zoo will provide the support necessary to ensure the applicant can attend the AAZK conference if the applicant is awarded a grant. Abstracts will be reviewed based on the criteria stated above. All materials must be submitted electronically as either a WORD document or as a pdf file. Applicants will be notified of the final award by 30 June of the grant cycle year.

**Expectations of Grant Recipients:** Grant recipients are expected to travel to the next scheduled National AAZK conference for their presentation. The presentation must be in a Power Point format and a copy of the presentation must be submitted for posting on the ASAG website. Copies of expense receipts specifically

related to transportation to and from the AAZK conference and for housing and meals while attending the workshop are to be provided to the ASAG Grants Program Chair within 30 days of the end of the conference.

**Grant Funds Management:** Maximum grant awards will be \$750 but may be less based on actual travel costs. Grant funds will pay the AAZK registration fees for the entire conference, three days lodging at one-half the conference hotel rate (recipients are expected to share a room or cover the additional cost of a single room), transportation, and meals which are not included with registration. Only those expenses in line with ASAG travel guidelines will be reimbursed; specific guidelines will be included at the time of the grant award. If a cash advance is needed, such checks will be made payable to the applicant's institution. Brookfield Zoo is unable to provide cash advances without a detailed invoice provided at the time of the request – the invoice must come from the zoo (not the individual and be invoiced to ASAG. The institutional director will be responsible for reimbursing any expenses for which receipts are not provided or are not permitted by the guidelines. Expenses cannot exceed \$750. Checks for reimbursement (not advances) will be made directly to the party that incurred the expenses.

**Send Proposals or Address Grant Process Questions To:**

Diane Olsen

ASAG AAZK Liaison

Assistant Curator/Behavioral Management Coordinator

Moody Gardens

[dolsen@moodygardens.com](mailto:dolsen@moodygardens.com)

**Avian Scientific Advisory Group Plume Awards**

The Plume Awards were developed by the ASAG in 2008 to promote, encourage and reward excellence in avian programs. Initially, there were two awards. Plume #1 focuses on Long-term Avian Propagation and Plume #2 focuses on Noteworthy Achievement in Avian Husbandry. In 2010, a third award, Plume #3, was created to recognize Significant Individual Contributions to Zoo Aviculture.

The coordinator of the Plume Awards is a voting member or non-voting advisor of the ASAG Steering Committee. His/her function is to coordinate the entire process from announcements for submissions to the award ceremony. Generally, by June each year, an announcement is sent via AIG listserv requesting submissions for that year's Plume Awards. The deadline is November 1<sup>st</sup> of each year. All submissions are sent to the coordinator. Periodic announcements are sent out via listserv to encourage a large number of submissions.

Reviewers consist of 6 members from the steering committee who rotate out every 3 years. New members to the SC are automatically selected as new Plume Award reviewers. In the case of a tie, a revote will occur with only those tied submissions. If a tie is unresolvable, the ASAG Chair and the Plume Coordinator will decide how to award a winner or winners. Generally, all reviewers must have their evaluation ratings returned to the coordinator by January 15<sup>th</sup>. Once awards winners are decided, the coordinator will contact the treasurer of ASAG who procures the award plaques well before the AZA Mid-Year conference.

The Plume coordinator will contact the winners of the Plume Awards in early February in order to allow them ample time to plan to be at the Mid-Year meeting. If they are unable to attend, the coordinator will accept the award for the winner or seek an appropriate.

### **ASAG Sponsorship Guidelines**

In order to offset the cost of ASAG activities and promote fundraising, several ASAG events/activities invite sponsorships. Sponsorships are opportunities for individuals, institutions, or commercial entities to support ASAG and receive public recognition of their support. Details regarding sponsorships may be event specific.

Wine & Cheese: \$750 per year - sponsor's name and logo to appear in promotional notices and at the event

Website: [www.aviansag.org](http://www.aviansag.org) \$500 per year - sponsors name and logo to appear on the home page of aviansag.org throughout the sponsored year

Meet & Greet: \$500 per year - sponsor's name and logo to appear in promotional notices and at the event

Mid-Year Workshops: \$500 per workshop (\$1500 total) - sponsor's name and logo to appear during the workshops and promotions

Plume Awards: \$500 per year - Sponsoring party must have no Plume Applications or staff serving on the Awards Committee within the sponsorship year - sponsor's name and logo to appear during the Awards Ceremony and Award Announcements